

# Customer Guidelines for the Preparation of Data Files for Print

## 1. File considerations

Files supplied in PC or compressed formats will require file conversion to Mac format before processing at Fisherprint. While every effort is made to accommodate the requirements of the customer, file conversion integrity is not within the control of Fisherprint and therefore we do not accept responsibility for errors generated by the conversion of PC or compressed files. Furthermore, file conversions may incur additional processing time and greater cost.

## 2. Fisherprint Job Number

All files supplied to Fisherprint for processing should be identified with the appropriate Fisherprint allocated Job Number.

## 3. Preparing files for print at Fisherprint

The following information provides customers with a set of guidelines for creating data files for printing through our Agfa CTP workflow. Saving files in the correct format for our devices can significantly improve quality and efficiency and significantly reduce the potential for contamination errors.

## 4. Preferred File Formats

QuarkXPress 7.2  
Adobe Illustrator CS2  
Adobe Pagemaker 6.0  
Adobe Photoshop CS  
Adobe Acrobat 4.0  
Freehand MX  
Adobe In Design CS2

If you would like to supply a file in any other format or version number please contact your representative.

Please supply all word processor files in text (.txt, ASCII (.asc) or rich text format (.rtf)

Any graphic files should be supplied in TIFF (.tif) or EPS (.eps) formats.

## 5. Unacceptable File Formats

Most PC office programmes may be unusable for litho printing. Elements of supplied PC jobs may need to be re-created.

## **6. File transference**

Preferred format is CD/DVD with hard copy.

We are also capable of receiving data via FTP and email. When sending FTP files please contact your Fisherprint representative for your username and password and a job reference number. A line a reference number enables easy location of your transmissions however, some file formats or naming conventions may require compression (such as .sit, .zip or .sea) Please contact your representative for further information.

## **7. Saving your files**

These outlines cover both Apple Macintosh and PC supplied files.

Ideally we would prefer files to be created using QuarkXPress for page layout, Adobe Illustrator for vector drawings and Adobe Photoshop for bitmap files. Any image files should be converted to CMYK and saved in EPS or TIFF formats with no compression such as LZW or JPEG.

PDF Creation: PDF's should be saved press optimised to include hi-resolution images with all fonts embedded. The PDF should also be saved centred on a document and oversized to include bleed areas (i.e. A4 files should be saved at 216 mm x 303 mm – this will include a 3 mm all round bleed).

To ensure all images are included, open the files on the disk and check within picture usage that all files are present. In QuarkXPress there is a feature that allows the operator to collect all relevant elements for output.

At Fisherprint we do have an extensive font library but there are always more obscure fonts that we do not hold. It is beneficial to include these fonts particularly for illustrated eps files. When supplying fonts please include screen and printer fonts in complete families. This especially applies for PC files.

If you wish to trap your own files to Fisherprint's specifications the default is .27pt. In most DTP packages there is an indeterminate field in the trapping preferences which should be set to 0pt. Any black text under 40pt and fine keylines should be set to overprint.

It is advisable to send a fully made-up proof with the media for us to check against along with size and colour information.

## **8. Customer output checklist**

A customer output checklist (PS038) must be completed for the submission of each set of data files.

This document is for guidance only and does not form part of any contract. It is subject to change without notice.